



New Richmond Public Works Department
156 East First Street
New Richmond, WI 54017
Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

Park/Facility/Tournament Reservation Form (non-shelters)

DATE OF APPLICATION: _____

***COMPLETE THE REQUESTED INFORMATION AND RETURN ENTIRE FORM TO:**

City of New Richmond Public Works Department – 156 East First Street, New Richmond, WI 54017

or email to:

mmroz@newrichmondwi.gov

PLEASE PRINT

ORGANIZATION NAME: _____ CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

BEST NUMBER TO REACH YOU: HOME# _____ WORK# _____ CELL # _____

EMAIL: _____ SIGNATURE OF REPRESENTATIVE: _____

NAME & PHONE # OF PERSON ON SITE; _____

Facility will be used for (check all that applies):

PRACTICE: _____ GAMES: _____ TOURNAMENT: _____ OTHER (explain): _____

DATE(S) REQUESTED: _____ Time: Start _____ End _____

_____ Time: Start _____ End _____

_____ Time: Start _____ End _____

****For Primary Users or Multiple uses please submit a seasonal schedule***

CHECK FIELD SITE(S) REQUESTED:

_____ Freedom Park Field #1 _____ Freedom Park Field #2 _____ Freedom Park Field #3 _____ Freedom Park Field #4

_____ Citizen's Field _____ Hatfield Park Field #1 _____ Hatfield Park Field #2 _____ Hatfield Park Field #3

_____ Monette Park

I understand the City of New Richmond city ordinance prohibits the use or possession of drugs and/or alcoholic beverages on city property. Hatfield Park and Citizen's field are exempt from the alcohol ordinance. I certify that a league representative or I will be present at the site during all scheduled activities. Furthermore, I as the organization representative, assume responsibility for the conduct of the group and for the condition of the area upon our departure.

ALL USERS ARE RESPONSIBLE FOR PICKING UP AFTER THEIR EVENT AND FOR REMOVING TRASH FROM THE SITE AND PLACING INTO RECEPTACLES. THIS INCLUDES THE FIELD, DUGOUTS, AND PRACTICE AREAS.

My signature below indicates that I have provided the above requested information truthfully, and I accept the responsibility for the observance of all park regulations by my group and all damages or excessive cleanup expenses that may be incurred as a result of this reservation.

SIGNATURE: _____

POLICY FOR BALL FIELD RESERVATIONS

Procedures

City owned ball field reservations are accepted by the City of New Richmond Public Works department. Reservations must be made **at least 7 days** prior to use. Inquiries regarding available dates may be made by phone at (715)-243-0450. Reservation forms can be found on the city website at www.newrichmondwi.gov or can be directly mailed. The City of New Richmond reserves the right to refuse ball field reservations for any activity it feels is not in the best interest of the City. No ball field shall be reserved to any person under the age of 18. Insurance waivers shall be supplied, if requested by the City.

Scheduling

Scheduling of games, practices, and tournaments will not be accepted prior to February 1st. After February 1st submit completed reservation forms and accompanying schedule (if necessary) to the City of New Richmond.

Games and tournaments will have priority over practices on the schedule. **LIMIT of THREE (3)**

PRACTICES PER WEEK; PER TEAM. The New Richmond Adult Softball Association has scheduling priority at Hatfield Park. Similarly, the New Richmond Millers have scheduling priority at Citizens Field.

CITY OF NEW RICHMOND-PARK REGULATIONS

1. DISTURBING VEGETATION AND PUBLIC PROPERTY PORHIBITED.

No person shall disturb, deface, remove or destroy any trees, shrubs, plants or other natural growth; carve on any rocks, signs, walls, or structures; drive nails in trees' or destroy, damage or deface any park building, sign fence, table, or other City property.

2. DISTRUBING PRIVATE PROPERTY PROHIBITED.

No person shall disturb or remove the property of person effects of others while in any City park.

3. LITTERING.

No person shall dispose of any garbage, bottle, tin cans, paper or other waste material in any manner except by placing the same in receptacle les provided for such purpose; nor shall any person dump any such refuse on City parks lands or in any lake or stream within any City park.

4. DOGS RESTRICTED.

No person having charge or control of any dog shall allow such dog to run at large within any City park, but shall keep such dog attended and on a leash at all times.

5. FIRES.

No person shall build any campfire or burn any rubbish City park lands except in designated fireplaces; not shall any person throw away any cigarettes, cigarettes, cigars or pipe ashes without first extinguishing them.

6. VEHICLES REGULATED.

(A). DRIVING. No person shall drive any automobile, truck, motorcycle or other vehicle in a reckless manner or at a speed greater that the established speed limits as posted on signs along City park roads.

(B). All motor vehicles including off-road vehicles are prohibited on grassy areas of any City park.

(C). PARKING. No person shall park or leave unattended any automobile, truck, trailer, wagon, motorcycle, boat or other similar equipment except in areas designated for such purposes.

7. UNECESSARY NOISE.

No person shall operate any stereo, sound track, amplified loudspeaker or other mechanical device, including a musical instrument that produces undue or unnecessary noise in any City park.

8. ADVERTISING AND SALES REGULATED.

(A). ADVERTISING. No person shall distribute any handbill or other advertising matter in any City park.

(B). No person shall peddle or solicit business or operate concessions or stands in any City park without the written permission of the City Park Board or its duly authorized agent or committee.

9. DISORDERLY CONDUCT PROHIBITED.

No person shall engage in any disorderly conduct as defined by SS 947.01(1), Wis. Stats., in any City park, nor shall any intoxicated person be or remain in any City park.

10. OVERNIGHT CAMPING PROHIBITED.

There shall be no overnight camping or parking in any City park without the written permission of the Park Boards or appointed authorizing agent

New Richmond Park & Recreation Department - Tournament Information

TOURNAMENT: _____

Represented League: _____ Number of Teams: _____

DATE(S) REQUESTED: _____ **Time: Start**_____ **End**_____

_____ **Time: Start**_____ **End**_____

_____ **Time: Start**_____ **End**_____

CHECK FIELD SITE(S) REQUESTED:

____ Freedom Park Field #1 ____ Freedom Park Field #2 ____ Freedom Park Field #3 ____ Freedom Park Field #4

____ Citizen's Field ____ Hatfield Park Field #1 ____ Hatfield Park Field #2 ____ Hatfield Park Field #3

_____ Monette Park

Sponsored By: _____

Tournament Organizer:_____ Title:_____

Address: _____ City: _____ Zip: _____

Cell Phone: _____ Home Phone: _____ Work Phone: _____

Email: _____ Web Site: _____

Site Supervisor (if different): _____ Cell: _____

○ Bases (distance): _____ Pitching Rubber (distance): _____

REQUESTED FIELD PREP BY CITY OF NEW RICHMOND STAFF

DATE _____

PREP TIME REQUESTED

FIELDS TO PREP

[illegible]

